

CHAPTER 14 – BIDDING

1.0 General Information

- 1.1 When the DFM receives the final reproducible drawings and specifications for distribution to bidders, specification documents A through I and Division One will be prepared and inserted by DFM into the specification.
- 1.2 Selection of the bid date will be coordinated by DFM and advertised in the Kansas Register and on the DFM website at www.da.state.ks.us/fp/ under Job/Project List
- 1.3 Printing and distribution of final drawings and specifications and addenda to all interested parties will be coordinated by DFM. All costs for the bidding phase will be paid from the project funds.
- 1.4 Plan holder lists are available at by clicking on the project number on the Job/Project List on the DFM website www.da.state.ks.us/fp/.

2.0 Project Architect's/Engineer's Responsibilities

- 2.1 The project architect/engineer shall provide all addenda.
- 2.2 During the bidding period the project architect/engineer is responsible for any needed interpretations, clarifications and addenda and shall evaluate all materials and equipment submitted as substitutions to those specified. Those who have submitted unacceptable substitutions will be notified in writing by the project architect/engineer, with a copy to the state agency and to DFM. Approved substitutions will be described in an addendum.
- 2.3 Addenda will **only** be sent to plan holders who received plans directly from DFM.

3.0 Pre-Bid Conference

- 3.1 If a pre-bid conference is requested by the agency it will be scheduled by the project architect/engineer and coordinated with the state agency and DFM.
- 3.2 The conference should be held at least fourteen (14) days prior to the scheduled bid opening.
- 3.3 Time and place of the conference will be communicated to plan holders by addendum issued by DFM.
- 3.4 The project architect/engineer shall have the consultants present to provide a description of work, answer questions, and participate in a walk-through of the project site.
- 3.5 If the project scope requires it, contractors will be given access to the project site for a walk-through.
 - 3.5.1 If the walk-through is the only time the contractors will be allowed to view with project site, it must be stated clearly in the notification of the pre-bid.
- 3.6 The project architect/engineer is responsible for the agenda of the pre-bid conference and shall run the meeting. Reference a sample pre-bid agenda in the Appendix on the website.
- 3.7 The project architect/engineer shall be responsible for including all interpretations of and corrections to the contract documents discussed at the meeting in an addendum.

- 3.8 Any information conveyed to the contractors during a pre-bid conference or on-site walk-through shall be included in an addendum regarding the pre-bid.

4.0 Addenda

- 4.1 Addenda shall be written in the DFM specified format and e-mailed to both the DFM Plan Room (lori.ploude@da.state.ks.us) and the DFM planner for approval.
- 4.2 Any and all addenda are required to be issued by the DFM plan room at least 10 days prior to the project's bid date.
- 4.3 A form is available on the website www.da.state.ks.us/fp/.
- 4.4 An addendum shall be issued after a pre-bid conference and shall include an attendance list from the conference.
- 4.5 All interpretations, clarifications and substitutions shall be identified in the addendum and shall not be given directly to any plan holder.
- 4.6 The final addendum shall be sent to DFM from the project architect/engineer no later than 10 days prior to the bid date.
- 4.7 Major problems that arise less than ten (10) days prior to the bid date shall be brought to the attention of the state agency and DFM and may result in the postponing of the bid date.

5.0 Award of Contract

- 5.1 The Division of Purchases is responsible for opening and reviewing bids for each project.
- 5.2 Once the bids are reviewed and sent to DFM, the bid tabulations are posted on the DFM website (<http://da.state.ks.us/fp/bidtab/>) and forwarded to the state agency and the project architect/engineer for their review.
- 5.3 If the bid is within the amount of funds allocated for the construction of the project, the project architect/engineer will make a recommendation to the state agency regarding the lowest responsible bidder.
- 5.4 If the state agency accepts the lowest responsible bidder and notifies DFM, DFM will send an advice of award of contract to the Purchases for further processing.

6.0 Signing the Contract

- 6.1 The Division of Purchases will issue contracts signature by the contractor, state agency, A&R, Purchases and DFM.
- 6.2 The contractor will return a signed contract with proof of workers' compensation insurance, comprehensive general liability and automobile liability in the amounts determined and builder's risk or installation floater when it is required. The contractor shall also furnish a performance bond and a public works bond in an amount equal to the contract price.
- 6.3 The contractor will receive two sets of the signed, fully executed contract.

7.0 When Bids Exceed Allocated Funds

- 7.1 Following the bidding period, should the lowest qualified bid exceed the funds which have been allocated for the construction of the project, the project architect/engineer shall consult with the project team to determine how to proceed.
- 7.2 If the decision is made to modify and revise the construction documents for re-bidding, the project architect/engineer shall, **without additional compensation**, modify and revise the construction documents as needed for re-bidding.
- 7.3 The revised bid documents shall be submitted as directed by the state agency and DFM.

END OF CHAPTER 14